

## Student MacBook Return/Purchase Reminders (MS/HS)

### Bits and Pieces to Return

- Laptop
- Power supply
  - Two-prong adaptor
  - Power extension cord

### Keeping your files

- Copy files you want to keep onto a portable hard drive or USB
- De-authorize your computer from the iTunes store. (If it's authorized.)
- Export content from school blog (optional).

### School Licensed Software

- Remove all school-licensed software from portable hard drives.

### Laptop Condition

- The laptop needs to be clean and in good physical condition. If there are any problems tell us now. Don't leave it until the day you turn in you laptop.
- We check for dents, bent corners, missing keys, cracked screens etc.



### To Purchase a Student MacBook

- Go to the ICT office (room 1315) to get a quotation/invoice for purchase
- Pay for the MacBook at the Business Office (room 2301)
- Return to ICT Office with receipt to have your laptop *untethered* from ISB
- End of **purchase procedure**.

### Important

Check the EdTech Blog for the most up-to-date information.

<http://blogs.isb.bj.edu.cn/edtech/>